

15 December 2003

Civilian Personnel  
Excused Absence

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**\*This pamphlet supersedes AE Pamphlet 690-630, 14 May 2003.**

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**Summary.** This pamphlet provides information about the use of excused absence.

**Summary of Change.** This revision adds guidance on excused absence for spouses of redeployed personnel (para 4d).

**Applicability.** This pamphlet applies to appropriated fund and nonappropriated fund U.S. civilian employees in the European theater.

**Forms.** AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

**Records Management.** Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this pamphlet is the USAREUR G1 (AEAGA-CE, DSN 375-2542). Users may suggest improvements to this pamphlet by sending DA Form 2028 to the USAREUR G1 (AEAGA-CE), Unit 29351, APO AE 09014-9351.

**Distribution.** C (AEPUBS).

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## 1. PURPOSE

Excused absence is an administratively authorized absence that does not result in the loss of pay or a charge to leave of any kind. This pamphlet provides guidance on excused absence for managers, supervisors, and civilian employees.

## 2. REFERENCES

- a. United States Code, Title 5, chapter 63, Leave.
- b. Code of Federal Regulations, Title 5, part 630, Absence and Leave.
- c. DOD 1400.25-M, subchapter 630, Leave.
- d. AR 25-400-2, The Army Records Information Management System (ARIMS).
- e. AR 215-3, Nonappropriated Funds Personnel Policy.
- f. AR 600-63, Army Health Promotion.
- g. AE Regulation 215-3, Nonappropriated Fund Personnel Policy and Procedures.
- h. DA Form 2028, Recommended Changes to Publications and Blank Forms.

## 3. EXPLANATION OF ABBREVIATIONS

AR	Army regulation
DOD	Department of Defense
EAP	Employee Assistance Program
PCS	permanent change of station
TDY	temporary duty
U.S.	United States
USAREUR	United States Army, Europe

## 4. GUIDANCE

a. Commanders and supervisors have the authority to grant excused absence, commonly referred to as administrative leave, for U.S. civilian employees according to the principles in the references (para 2).

b. Excused absence may be approved only when it clearly serves the best interest of the U.S. Government. It will not be approved when paid leave is appropriate. Generally, if an activity or task is required by the Government and must be accomplished during normal duty hours, it should be recorded as duty time or excused absence. The following are examples of instances where excused absence may be appropriate:

(1) Tardiness and brief absences (less than 1 hour).

(2) After prolonged overtime or travel.

(3) For job interviews within DOD. Employees who are competing for positions within DOD may be granted excused absence for associated interviews. Employees who are under notice of separation or change to a lower grade for reasons other than personal cause may be granted excused absence for job searches or interviews with other employers. The period of excused absence for any interview or job search will not cover travel time outside the commuting area.

(4) To obtain personnel or equal employment opportunity office services.

(5) To participate in official special-emphasis program observances that are command-sanctioned (for example, those associated with Asian-Pacific American Heritage Month or Black History Month).

(6) To undergo agency-required medical examinations.

(7) To attend the initial counseling session resulting from a referral under the Employee Assistance Program (EAP) (for example, alcohol, drug, financial). The employee is in a duty status during the first appointment with an EAP official that results in the referral to counseling.

(8) To take certification or license tests in his or her functional area. An employee may be granted excused absence to take a test (for example, certified public accountant examination) in his or her functional area if the certification or license would enhance the employee's professional stature, thereby benefiting DOD. This does not include time to prepare for the test.

(9) To vote.

(10) To participate as a volunteer in mentoring and other officially sanctioned programs that assist teachers in Department of Defense Education Activity schools or in non-DOD elementary and secondary schools. This is not intended to cover such activities as one-on-one tutoring of a child by the child's own parent. The employee may not be compensated for services.

(11) For blood donations (generally no more than 4 hours).

(12) To serve on USAREUR or United States Army Installation Management Agency, Europe Region Office, councils, boards, or committees.

(13) To participate in a one-time command-sponsored "fit-to-win" program. Excused time of up to 3 hours per week for up to 6 months is permitted.

(14) To respond to host-nation court summons by serving as a witness in criminal proceedings or to serve as a disinterested witness in civil proceedings. Cooperation with host-nation governmental authorities will generally further agency functions by helping to meet treaty or other obligations to the host nation and by preserving good host-nation relations. Excused absence is not appropriate for private litigation.

(15) In association with permanent change of station (PCS). The key to granting an appropriate amount of time away from the workplace for PCS-related activities or tasks is the employee's personal responsibility to request and use only the minimum amount of time required for each activity or task. Also key is the supervisor's assessment, determination, and approval of reasonable requests. Time away from the workplace for PCS-related activities or tasks will be split between excused absence and duty time.

(a) Excused absence should be granted for inspection of privately owned vehicles, in- and outprocessing, opening and closing bank accounts, and obtaining a drivers license and license plates.

(b) Some time away from the workplace to complete PCS requirements will be appropriately documented as "duty time" on the employee's timecard instead of as excused absence. The supervisor should grant duty time away from the workplace to obtain a passport, to get vaccinations (up to 4 hours), to meet Government housing authority requirements, and to be present for packing and receiving household goods (generally, up to 24 hours (3 workdays) for each).

(c) Family members who are employees and who are listed on the sponsor's orders may be granted excused absence to obtain an official passport and required vaccinations. Using excused absence (instead of duty time) for family members to "adhere to Government housing authority requirements" is appropriate only when the sponsor is not available because of temporary duty (TDY) or other mission requirements.

c. When possible, commanders and supervisors will grant excused absence to appropriated and nonappropriated fund employees to attend family-readiness-group meetings if the employee is the spouse of a deployed military member.

d. Civilian employees whose spouses are redeploying will be granted excused absence to participate in reintegration activities (for example, welcoming and award ceremonies, family counseling before and after redeployment, financial and legal counseling, benefits briefings, and other officially sanctioned reintegration activities). Managers will approve requests for excused absence unless this would adversely affect the mission. Where possible, managers will look for alternative ways to accomplish the mission to allow spouses time off.